



UNITED STATES MARINE CORPS  
Marine Corps Recruit Depot/Western Recruiting Region  
1600 Henderson Avenue, Suite 238  
San Diego, California 92140-5001

DepO 5211.3B  
1A

MAR 09 2004

DEPOT ORDER 5211.3B

From: Commanding General  
To: Distribution List

Subj: PRIVACY ACT OF 1974

Ref: (a) MCO P5211.2B

Encl: (1) Sample Letter Format for Responding to Request for Records

1. Situation. The Privacy Act, applicable to all systems of records from which information is retrievable by name or social security number, addresses the rights of the individual in relation to personal information maintained by the government.

2. Cancellation. DepO 5211.3A.

3. Mission. Per the reference, this Order provides general guidance on complying with the provisions of the Privacy Act.

4. Execution

a. The Depot Adjutant is responsible for overseeing the Depot's Privacy Act program.

b. Commanders will assign a Privacy Act Coordinator to act upon formal requests routed through the Depot Adjutant.

(1) Commanders will ensure that their Privacy Act Coordinators have been properly trained as directed by the reference.

(2) Commanders will submit the annual Report of Privacy Act Activities to the Depot Adjutant no later than 15 January of each year.

c. The CG, as the denial authority for MCRD, will determine whether or not to exercise exemptions. The denial authority is authorized to exercise exemptions to requests for notification, access, and amendment only in cases where it has been determined to be in the best interest of the USMC and the DON to do so.

5. Administration and Logistics

a. Normally, requests for access to records should be acknowledged within 10 working days of receipt, and access provided within 30 working days.

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b. The reference provides complete details on processing and responding to Privacy Act requests. Particular care must be taken regarding notifying individuals when records are maintained on them; verifying individual requests; granting access to records; reviewing requests prior to making a determination; and disclosure of information.

6. Command and Signal

- a. Signal. This Order is effective the date signed.
- b. Command. This Order is applicable to MCRD/WRR.



T. W. SPENCER  
Chief of Staff

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SAMPLE LETTER FORMAT FOR RESPONDING TO REQUEST FOR RECORDS

Dear (insert name here)

The record which you requested in your letter of \_\_\_\_\_ (date) has been located and is available for your access and copying between the hours of \_\_\_\_\_ and \_\_\_\_\_, Monday through Friday of each week in Room \_\_\_\_\_, Building \_\_\_\_\_, (activity's address).

If you desire, you may be accompanied by one individual of your choice. If you do not desire to review your record in person, you may request that copies be made of your record by writing the (head, activity name, and address) and requesting that a copy of your record be provided. You will be charged only for the cost of copying your record in accordance with the fee schedule set forth in Title 32, Section 701, Code of Federal Regulations. This cost is presently \$\_\_\_\_\_ for each page. A copy of the complete records you requested will cost \$\_\_\_\_\_.

In order to protect your privacy, you will be required to show standard identification to gain access to your records, such as a military ID card, driver's license, or other similar identification.

NOTES:

1. When a request is made in person, the custodian will require presentation of identification before providing an individual access to records pertaining to that individual. Acceptable forms of identification are an identification card, base or building pass, driver's license, medical card, or similar documents.

2. When a request is made by mail or other written form, verification of identity may be obtained by requiring the individual to provide certain minimum identifying data, such as date of birth and some items of information in the record which only the concerned individual would likely know.

3. Individuals may be accompanied by a person of their own choosing when reviewing the records; however, the custodian will not discuss the record in the presence of the third person without the written authorization of the individual to whom the records pertains.

ENCLOSURE (1)